



Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Participant Guide

Technology Enhanced Learning (TEL) Interactive Television Course




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Welcome

Welcome to this TEL (Technology Enhanced Learning) training event. We are excited that you will be joining us today for *Hiring Flexibility for Supervisors*, and we look forward to helping you to get as much out of this time as possible.

Your classroom today is not very large, 125 or fewer students from as many as 40 different locations across the NPS. We purposely keep the class size small to assure that if you have a question, there is time to get it answered. Don't hesitate to ask—if you have a question, there are probably several others in the class who have the same question—you might as well be the one to ask! It is our goal that you leave class today with no unanswered questions.

How To Interact with the Instructors

We encourage you to ask questions and share your comments with the instructors throughout this TELNPS course.

If you were physically in the classroom with the instructor, you would raise your hand to let her/him know you had a question or comment. Then you would wait for the instructor to recognize you and ask for your question. We are all familiar with that “protocol” for asking questions or making comments.

With TELNPS courses there is also a “protocol” to follow to ensure that you can easily ask questions and others can participate as well. It may seem a little strange at first asking a question of a TV monitor. Remember, it is the instructor you are interacting with and not the monitor. As you ask more questions and participate in more TELNPS courses, you will soon be focusing only on the content of your question and not the equipment you are using to ask it.

As part of the TEL station equipment at your location, there are several push-to-talk microphones. Depending on the number of students at your location, you may have one directly in front of you or you may be sharing one with other students at your table.

When you have a question, press and hold down the push-to-talk button, maintaining a distance of 12-18 inches, and say,

“Excuse me [instructor’s first name], this is [your first name]

at [your location]. I have a question (or I have a comment).”

Then release the push-to-talk button. This is important.

Until you release the button, you will not be able to hear the instructor.

The instructor will acknowledge you and then ask for your question or comment. Stating your name and location not only helps the instructor, but also helps other students who are participating at different locations to get to know their classmates.



Course Overview

Why a Hiring Flexibility for Supervisors: Navigating Through the Hiring Process program?

Seasonal and Term hiring can sometimes be a long and frustrating part of any supervisor's job. This course is designed to dispel some of the hiring myths and to explain the tools available to hire the best person for any job opening.

Target Audience

Supervisors with seasonal and term appointment hiring responsibilities. The NPS Supervision, Management, and Leadership training manager has reviewed this TELNPS course and approved it as counting towards the mandated NPS annual 40 hour supervisory training requirement.

Program Timing

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process is a 3-hour TELNPS course.

Learning Objectives

At the completion of the course you will be able to:

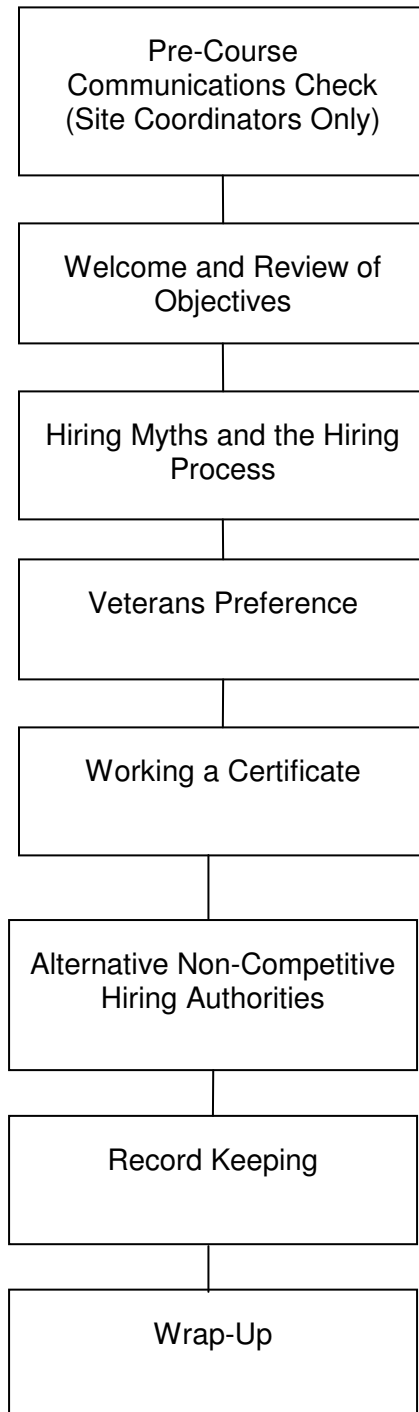
- Describe the recruitment process.
- Explain and abide by the Merit System Principles and Prohibited Personnel Practices.
- Explain the principles of Veterans Preference.
- Understand the different types of certification and how to use them.
- Understand the available Alternative Non-Competitive Appointment Authorities and appropriate uses.
- Know record keeping requirements for recruitment and selection documents.

Site Point-of-Contact Responsibilities

The TEL Station Site Point-of-Contact must reserve the training room, notify employees that the site will be participating in this TEL training event, make sure the Participant Guide is available to students, set up the TEL Station on the day of the training, make sure students sign in on the Student Roster form, and finalize the roster in My Learning Manager.

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Course Map




Hiring Myths and the Hiring Process

Exercise: Hiring Myths

Break into small groups for the following exercise. Be sure to designate a spokesperson for your site and be ready to share your list!


Exercise

Get together in your groups and make a list of hiring “givens” or things that you believe to be true about hiring employees.

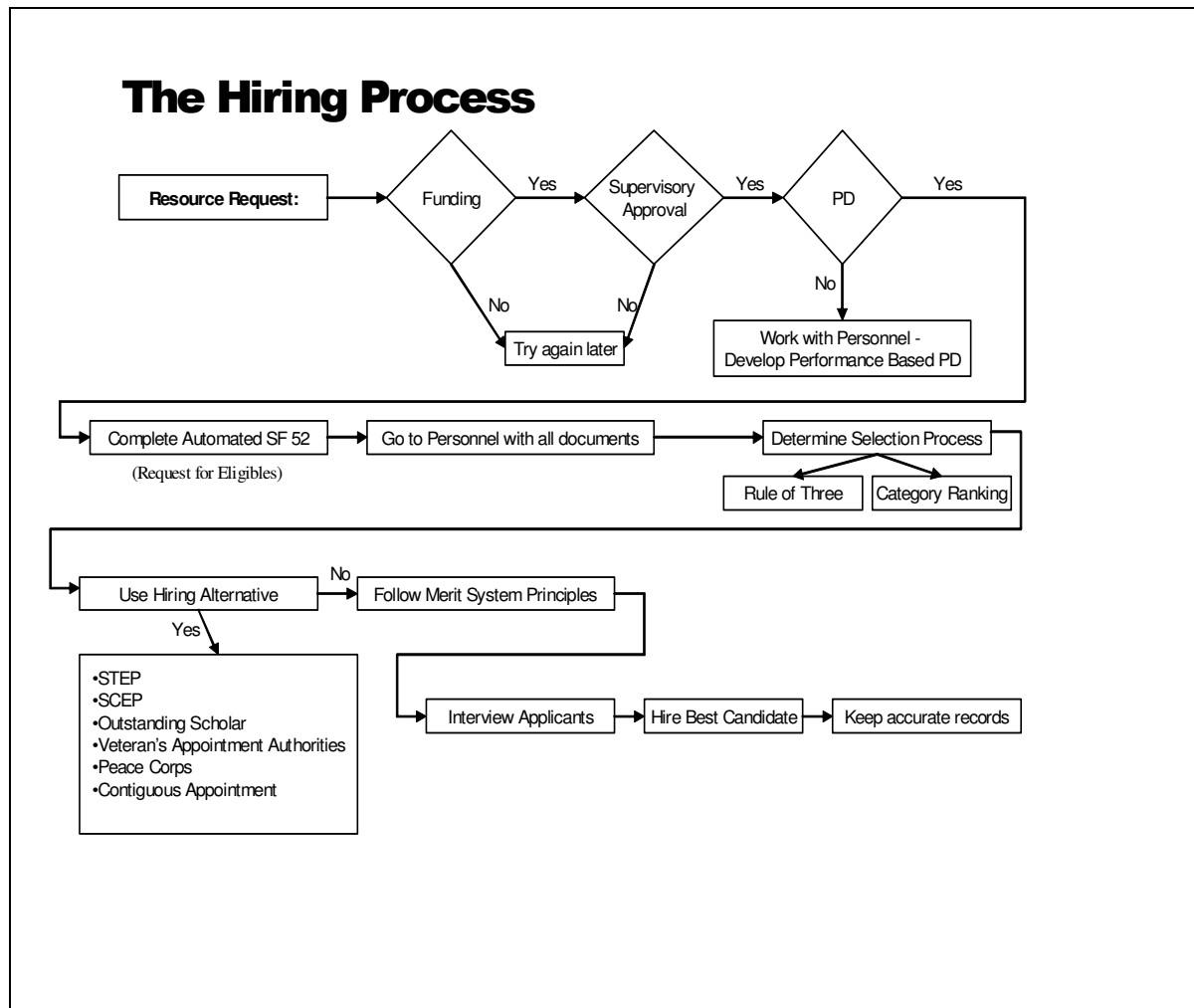


Instructor’s example: _____

List your hiring “givens” here:



Hiring Myths and the Hiring Process, cont'd.



Hiring Myths and the Hiring Process, cont'd.

Merit System Principles

The **Merit Principles** listed below are adapted from the statutory language that appears in section 2301 (b) of title 5, United States Code.

- Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition.
- Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.
- Provide equal pay for equal work and reward excellent performance.
- Maintain high standards of integrity, conduct, and concern for the public interest.
- Manage employees efficiently and effectively.
- Retain or separate employees on the basis of their performance.
- Educate and train employees when it will result in better organizational or individual performance.
- Protect employees from improper political influence.
- Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations (i.e., protect people who report things like illegal and/or wasteful activities).

Hiring Myths and the Hiring Process, cont'd.

Prohibited Personnel Practices

The prohibited personnel practices listed below are adapted from the statutory language that appears in section 2302 (b) of title 5, United States Code.

It is a prohibited personnel practice to:

- Discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
- Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics.
- Coerce an employee's political activity.
- Deceive or willfully obstruct a person's right to compete for employment.
- Influence any person to withdraw from competition for a position to improve or injure the employment prospects of any other person.
- Give unauthorized preference or advantage to any person to improve or injure the employment prospects of any particular employee or applicant.
- Employ or promote a relative.
- Retaliate against a whistleblower, whether an employee or an applicant.
- Retaliate against employees or applicants who exercise their appeal rights, testify or cooperate with an Inspector General or the Special Counsel, or refuse to break a law.
- Discriminate based on personal conduct which is not adverse to on-the-job performance of the employee, applicant, or others.
- Violate any law, rule, or regulation which implements or directly concerns the merit principles.

Exercise: Working a Competitive Ranked Certificate of Eligibles (Part 1)

You, as the selecting official, have just received a certificate of eligibles from your Human Resources Specialist. The position you are filling is a Visitor Use Assistant, GS-0303-04, in the Fee Resource section. Your positions are seasonal (NTE 1039 hours) and you plan to make 4 selections.

Availability Inquiries (OF-5's) have already been sent out by HR, and the deadline for their return has passed.

- Beech declined consideration because of the location of the job.
- Locust and Poplar failed to reply to the inquiry.

These annotations have been made on the certificate.

The first selection you want to make is Crabapple. Is this a legal selection?

<u>Action</u>	<u>Rating</u>	<u>Name</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
	89 CP	Ash				
DL	104 XP	Beech				
	101 TP	Crabapple				
	99	Dogwood				
	98 TP	Fern				
FR	98	Locust				
FR	98	Poplar				
	97 TP	Pine				
	96	Oak				
	96	Cherry				
	96	Hickory				
	96	Willow				

FR = Failed to Reply

DL = Declined Location

NS = Not Selected

NC = Not Considered

A = Selected

C = Considered

Veterans Preference

Veterans Groups Identification

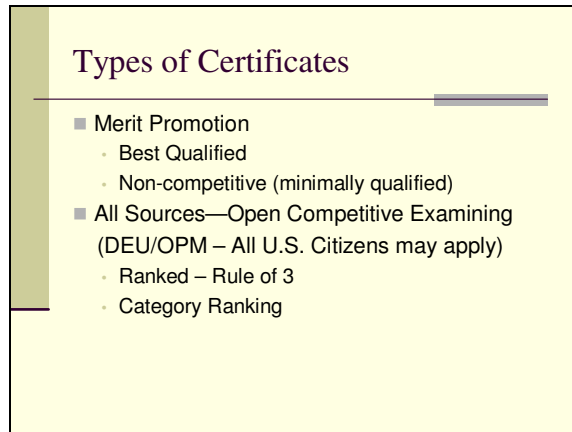
<u>CPS</u>	<u>10 points</u>	<u>Compensable Disability Preference (30%+)</u>
<u>CP</u>	<u>10 points</u>	<u>Compensable Disability Preference (<30%)</u>
<u>XP</u>	<u>10 points</u>	<u>Non-Compensably Disabled</u> <ul style="list-style-type: none">• Purple Heart Recipient• Spouse• Widow(er)• Mother of a deceased or disabled veteran
<u>TP</u>	<u>5 points</u>	<u>All other preference-eligible veterans</u>

OPM Website: <http://www.opm.gov/veterans>

Capture Your Thoughts:



Working a Certificate



Rules for Ranked Certs

For each vacancy consider:

- ✓ First 3 eligible in score order
- ✓ Vet preference applies (add 5 or 10 points)
- ✓ Cannot pass over preference eligible to select non-preference eligible

Elimination of eligibles:

- ✓ Declination or failure to reply
- ✓ Serving under the exact same type position
 - Same or higher grade, same location, same or better position
- ✓ Suitability (must work with HR/OPM)
- ✓ Passed over 3 times for 3 selections

Exercise: A Brief Review

1. This veteran has a disability rating of 30% and appears on your certificate with a code of _____.
2. The veteran with a Purple Heart is an XP vet and has _____ points added to his/her score.
3. You would receive what type of certificate for a permanent vacancy open to all U.S. citizens?
 - a. Best Qualified
 - b. Ranked (Rule of 3)
 - c. Alphabetical

Working a Certificate, cont'd.

Exercise: Working a Competitive Ranked Certificate of Eligibles (Part 2)

Refer back to page 8 in this Guide. You, as the selecting official, are now prepared to make the remaining selections. You are filling a total of 4 positions.

To review, Availability Inquiries (OF-5's) have already been sent out by HR and the deadline for their return has passed.

- Beech declined consideration because of the location of the job.
- Locust and Poplar failed to reply to the inquiry.

The selections you want to make are:

1. Crabapple
2. Fern
3. Pine
4. Oak (Oak was a name request made by you prior to receiving the cert)

You are ready to take your certificate back to Human Resources. Make the appropriate notations.

Alternative Non-Competitive Hiring Authorities

Diversity

Diversity in our workforce helps Americans and the world to better understand our resources. By telling our stories in a multitude of ways, we reflect the variety of perspectives within our audience and make connections that could never have happened if looked at from only one point of view.

Alternative Non-Competitive Hiring Authorities, cont'd.

Student Temporary Employment Program (STEP) Fact Sheet

Purpose: To provide maximum flexibility to both the student and the agency. Appointments are temporary, NTE 1 year; may be extended in 1-year increments as long as incumbent meets the definition of "student."

Eligibility: The student must be:

- Enrolled or accepted for enrollment in an accredited school
- Enrolled at least half-time (according to school's definition)
- Seeking a degree, diploma, or certificate

Criteria: Work need not be related to student's educational program/career goals.

- Must meet qualification standards for position.
- Eligible for higher grade (promotion) based on experience.

Conversion to SCEP: Students may be noncompetitively converted to the Student Career Experience Program whenever they meet the requirements of that program and the agency has an appropriate position available.

Benefits:

- Annual/sick leave
- Eligible for health benefits after completing 1 year of service

Suggestion: Consider reducing the grade of your position to accommodate the qualifications of the student. For example, a GS-5 Bio Tech reduced to a GS-2 for the student you wish to hire; student does not need to meet qualifications at a GS-5 level.

Alternative Non-Competitive Hiring Authorities, cont'd.

Student Career Experience Program (SCEP) Fact Sheet

Purpose: To provide experience that is directly related to the student's educational program and career goals. Program provides for a period of school attendance combined with periods of career related work in a Federal agency.

Eligibility: The student must be:

- Enrolled or accepted for enrollment in an accredited school
- Enrolled at least half-time (according to school's definition)
- Seeking a degree, diploma, or certificate

Criteria: Work must be directly related to student's educational program/career goals. Students must meet qualifications for position and are eligible for promotion. No hours limitation, but cannot interfere with school. Requires formal agreement between agency/student/school.

Benefits:

- Annual/sick leave
- FERS/TSP/Life Insurance/Health Benefits

Conversion Eligibility: May be converted to career or career-conditional appointment within 120 days after satisfactory completion of the requirements of degree/diploma/certificate, provided that they have completed 640 hours of career-related work. Student is eligible for conversion in any Federal agency.

Options Available: Agencies may use training authority to pay all or part of student training expenses (including travel and transportation).

Outstanding Scholar and Bilingual/Bicultural Programs

PLEASE READ THIS CAUTIONARY STATEMENT!

The use of this appointing authority differs greatly from region to region within the NPS. Before using this authority, you MUST consult with your Servicing Personnel Office!

What is the Outstanding Scholar Program? The Outstanding Scholar Program (OSP) is a special hiring authority established as a supplement to competitive examining for some entry-level positions. The OSP is authorized under the terms of a consent decree (*Luevano v. Lachance*) and can only be used for the specific series and job titles listed in this information sheet. This special hiring authority is restricted to grade levels GS-5 and GS-7.

What are the requirements for the Outstanding Scholar Program? The OSP may be used to appoint those college graduates from accredited schools who obtained a grade point average of 3.5 or higher on a 4.0 scale for all undergraduate courses completed toward a baccalaureate degree. It can also be used to appoint those who stand in the upper 10% of a baccalaureate graduating class, or of a major university subdivision such as a College of Arts and Sciences. A college degree in any major is qualifying for most of the career fields covered by the OSP. However, position titles followed by an asterisk (*) in this information sheet do require specific courses in subjects related to the job.

How can you hire an Outstanding Scholar Candidate? Although the term “direct hire” is used, the Luevano decree essentially provides for a noncompetitive appointment to the competitive service. “Direct hire” means the ability to hire without having to rank candidates, but only when there are less than 4 candidates and there are no candidates eligible for veterans’ preference. The OSP does not have that restriction. Rating and ranking are not required, so neither the “rule of 3” nor veterans’ preference are applied. There are requirements, however, that the positions be announced, that displaced employees be given preference, and that the program only be used as a supplement to competitive examining.

Bilingual/Bicultural Program

An agency may appoint applicants under this authority **ONLY** if the following conditions are met: (1) the job is one in which interaction with the public or job performance would be enhanced by having bilingual and/or bicultural skills and is at grade GS-5 or GS-7 in a covered occupation; and (2) the agency has determined through use of a reasonable questionnaire or interview that the applicant to whom appointment is to be offered has the required level of oral Spanish language proficiency and/or the requisite knowledge of Hispanic culture. Agencies must maintain documentation that these requirements have been met..

CAREER FIELDS FOR THE OUTSTANDING SCHOLAR PROGRAM AND BILINGUAL/BICULTURAL PROGRAM

*** = Position requires specific courses**

POSITION TITLE	SERIES	POSITION TITLE	SERIES
Administrative Officer	0341	Economics*	0110
Agricultural Marketing	1146	Education and Training, General*	1701
Agricultural Market Reporting	1147	Educational Program*	1720
Agricultural Program Specialist	1145	Employee Development	0235
Alcohol, Tobacco, and Firearms Inspection	1854	Employee Relations	0230
Anthropology, General*	0190	Environmental Protection	0028
Archeology*	0193	Federal Retirement Benefits	0270
Archives Specialist	1421	Financial Administration & Programs	0501
Archivist*	1420	Financial Analysis	1160
Arts and Information, General	1001	Financial Institution Examining	0570
Appraising	1171	Foreign Affairs*	0130
Bond Sales Promotion	0011	Game Law Enforcement	1812
Budget Analysis	0570	Geography*	0150
Building Management	1176	Health Insurance Administration	0170
Business and Industry, General	1101	Highway Safety	2125
Community Planning*	0020	History*	0170
Computer Specialist Trainee	0334	Hospital Housekeeping Management	0673
Contact Representative	0962	Housing Management Specialist	1173
Contracting Series*	1102	Immigration Inspection	1816
Contractor Industrial Relations	0246	Import Specialist	1889
Claims Examining, General	0990	Industrial Property Management	1103
Customs Inspection	1890	Industrial Specialist	1150
Distribution Facilities and Storage Management	2030	Inspection, Investigation, & Compliance General	1801

POSITION TITLE	SERIES
Restricted to following positions and agencies:	
Civil Aviation Security Specialist (FAA only)	
Center Adjudication Officer (INS only)	
District Adjudication Officer (INS only)]	
Insurance Examining	1163
Intelligence	0132
Internal Revenue Officer	1169
International Relations*	0131
Inventory Management	2010
Investigator, Criminal	1811
Investigator, General	1810
Labor Relations	0233
Labor Management Relations Examining	0244
Land Law Examining	0965
Logistics Management	0346
Loan Specialist	1165
Manpower Development	0142
Manpower Research & Analysis*	0140
Military Personnel Management	0205
Miscellaneous Administration & Program	0301
Museum Management (Curator)*	1015
Occupational Analysis	0222
Outdoor Recreation Planning	0023
Packaging	2032
Paralegal Specialist	0950
Park Ranger	0025
Passport and Visa Examining	0967
Pension Law Specialist	0958

POSITION TITLE	SERIES
Personnel Management	0201
Personnel Staffing	0212
Position Classification	0221
Printing Management Specialist*	1654
Program Management & Program Analysis	0343
Property Disposal	1104
Psychology*	0180
Public Affairs	1035
Public Health Quarantine Inspection	1864
Public Health Program Specialist	0685
Public Utilities Specialist	1130
Quality Assurance Specialist	1910
Railroad Retirement Claims Examining	0993
Realty	1170
Safety & Occupational Health Management	0018
Salary & Wage Administration	0223
Security Administration	0080
Securities Compliance Examining	1831
Social Science*	0101
Social Services	0187
Sociology*	0184
Supply, General	2001
Supply Cataloging	2050
Supply Program Management	2003
Tax Law Examining	0987
Tax Technician	0526
Technical Writing & Editing	1083
Technical Information Services	1412

		POSITION TITLE	SERIES
POSITION TITLE	SERIES	Unemployment Compensation Claims Examining	0994
Telecommunications	0391	Veterans Claims Examining	0996
Trade Specialist	1140	Vocational Rehabilitation	1715
Traffic Management	2130	Wage & Hour Compliance	0249
Transportation Operations	2150	Workers Compensation Claims Examining	0991
Transportation Specialist	2101	Writing & Editing	1082
Transportation Industry Analysis	2110		
Unemployment Insurance	0106		

This list of career fields covered by the Outstanding Scholar Program and Bilingual/Bicultural Program can also be found on OPM's web site at:

<http://www.opm.gov/employ/luevano-fields.asp>

Alternative Non-Competitive Hiring Authorities, cont'd.

Veterans Appointing Authorities (Non Competitive)

Veterans Appointing Authorities	
	■ VRA (Veterans Recruitment Appointment)
	<ul style="list-style-type: none">• Non-competitive• Eligible vets (active duty)• Must meet minimum qualifications• Training program required• Fill up to GS-11 or equivalent in the Federal Wage System

VRA - Veterans Recruitment Appointment (11/7/02)

- any grade thru GS-11 or equivalent
- must meet minimum qualifications/military service requirements
- permanent/temporary/TERM appts.
- Vet Preference applies when more than 1 applicant
- 2-yr period under Excepted service; convert to Career Conditional
- must establish formal training program if appointee has less than 15 yrs. of education

Veterans Appointing Authorities	
	■ 30% or More Disabled
	<ul style="list-style-type: none">• Eligible vets – retired with disability rating of 30% or more• Must meet minimum qualifications• No grade level limitation

30% or more Disabled Veteran

- temporary appointment more than 60 days or TERM
- retired military with disability rating of 30% or more OR; rated by VA within preceding year as having compensable service-connected disability rating of 30% or more
- no grade level limitation
- must meet minimum qualifications
- eligible for non-competitive conversion to career-conditional appointment

Alternative Non-Competitive Hiring Authorities, cont'd.

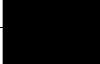
Veterans Appointing Authorities	
■ VEOA (Veterans Employment Opportunities Act)	
• Allows eligible vets to apply for merit promotion vacancies (outside DOI)	
• Eligible = preference entitlement OR 3 years of continuous active honorable service	

Veterans Employment Opportunities Act of 1998 (VEOA)

- allows eligible veterans to apply for positions announced under merit promotion when area of consideration is outside the agency, i.e., Governmentwide
- veteran must be preference eligible, OR
- veteran separated after 3 or more years of continuous active service under honorable conditions
- selectee given career-conditional appointment
- veterans preference does not apply

Alternative Non-Competitive Hiring Authorities, cont'd.

Peace Corps Volunteers and Employees

Peace Corps Volunteers 5 CFR 315.605	
<ul style="list-style-type: none">■ Satisfactorily completed service of at least 1 year.■ Permanent appointment to GS positions only (career-conditional).■ Must meet OPM minimum qualifications.■ Eligible for 1 year after completion of service (possible extensions).	

Peace Corps Returned Volunteers (5 CFR 315.605)

- satisfactorily completed service of at least 1 year (Certification of Service)
- permanent appointment to GS positions only (career-conditional)
- eligibility may be extended under certain circumstances
- must meet OPM minimum qualifications

Peace Corps Employees 5 CFR 315.607	
<ul style="list-style-type: none">■ Permanent appointment only.■ Applies to present and former employees.■ Service requirement – 3 continuous years.■ Must meet OPM minimum qualifications.■ Eligible for 3 years after separation.	

Present & Former Peace Corps Employees

- permanent appointment only
- applies to present and former employees
- service requirement – 3 continuous years
- must meet OPM minimum qualifications
- eligible up to 3 years after separation

Alternative Non-Competitive Hiring Authorities, cont'd.

Severely Physically Handicapped

Severely Physically Handicapped 5 CFR 213.3102(u)
■ Temporary appointment to demonstrate ability to perform duties satisfactorily OR ■ Certification by State Voc Rehab or VA as likely to succeed in performance of duties
<u>May convert to competitive status after 2 years.</u>

Contiguous and Remote/Isolated Appointing Authorities

Contiguous Appointing Authority (Schedule A)
■ Selectee must maintain permanent and exclusive residence within or contiguous to a field activity, and be dependent for livelihood primarily upon employment within that field activity ■ Only for technical, maintenance, or clerical positions at or below GS-7 or WG-10 ■ MUST work with your SPO and receive authorization to use

Remote/Isolated Authority (Schedule A)
■ Defined as: outside the local commuting area of a population center ■ Any position – any grade ■ Limited to temporary appointment NTE 1040 hours

- ✓ Employees appointed under this authority must maintain a permanent and exclusive residence within, or contiguous to, a field activity or district, and be dependent for livelihood primarily upon employment available within that field activity.
- ✓ only for technical, maintenance, and clerical positions at or below GS-7 or WG-10.
- ✓ DOCUMENT, DOCUMENT, DOCUMENT!

DO NOT use this authority without consulting with your Servicing Personnel Office!

Alternative Non-Competitive Hiring Authorities, cont'd.

Information Sheet on Appropriate Use of Contiguous-to-Area and Remote/Isolated Authorities and Applicant Eligibilities

Eligibility under the Contiguous to Area (Schedule A, 213.3112(a)(1), or the Remote/Isolated (Schedule A, 213.3102(I)(1)) appointing authorities is contingent upon meeting the following criteria listed below. In addition, all applicants **MUST** meet the Office of Personnel Management (OPM) qualifications, selective factors, and any ranking requirements for General Schedule (GS) or Federal Wage System (FWS) positions.

PERMANENT EMPLOYMENT Contiguous-to-Area (Schedule A, 213.3112(a)(1)):

The intent of the authority is to permit permanent (full-time, part-time, or subject-to-furlough work schedule) appointment of local residents living within or adjacent to the park characterized by:

- Isolated location
- Substantial unemployment
- Long commuting distances to the next closest real source of employment
- Dependent upon the park for livelihood
- Shortage of housing

Can be used to fill technical, maintenance, and clerical positions, only at or below grades GS-7, WG-10, or equivalent grade levels.

Applicant must meet all of the criteria of this appointing authority:

1. Individual must be certified as maintaining a permanent and exclusive residence within, or contiguous to, a field activity or district, and whose residency is expected to continue, indefinitely, without change.
2. As a minimum, the applicant must indicate their place of physical residence for the past six (6) years as being contiguous (adjacent to the boundary of the park). It does not include persons who reside in park housing or who move into park housing once employed.

3. Individual must be dependent for their livelihood primarily upon employment available within that field activity (at the park).
4. Both conditions regarding residency and dependency must exist and be made a matter of record on the Contiguous to Area Certification form.
5. This authority does not include persons who reside in park housing or who move into park housing once employed.

SEASONAL/TEMPORARY EMPLOYMENT Remote/Isolated

The intent of this authority is to permit temporary or seasonal employment (full-time, part-time, or intermittent work schedule) for no more than 1,039 work hours (6 months) in a service year (12-month period). Temporary appointments may be extended in 1-year increments as long as the employee does not work more than 1,039 hours in a particular service year.

Any GS or FWS (WG) position and grade level for which the applicant meets qualification requirements, applicable ranking factors, and veterans' preference.

Applicants must meet the eligibility requirements for the Remote/Isolated authority:

1. Complete the Certification of Living in Remote/Isolated Location form with required information.
2. Demonstrate permanent residency in a remote/isolated location that is within a 50-mile radius of the park, and is outside the local commuting area of a population center from which an employee can reasonably be expected to travel on short notice under adverse weather and/or road conditions which are normal for the area.
3. Dependent for one's livelihood primarily upon employment opportunities available at the park because of high unemployment in the area and long distance from employment sources.

NOTE: This is only an overview of the 2 distinct appointing authorities – for further details, please contact your personnel office. Situations should be handled on a case-by-case basis to determine if the applicant meets the criteria for use of these authorities.

Alternative Non-Competitive Hiring Authorities, cont'd.

Miscellaneous Hiring Incentives

- Recruitment incentives
- Flexible work schedules
- Job sharing
- Bonuses
 - Relocation
 - Retention

Be creative!!

Capture your notes here:



Exercise: Review of Alternative Non-Competitive Hiring Authorities

Here's your chance to apply what you've learned!

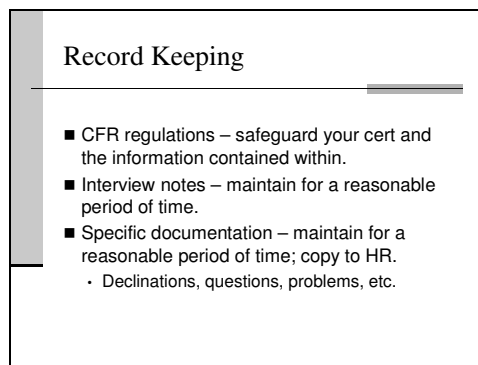
What type of Alternative Non-Competitive Hiring Authority is being described in each of the 3 scenarios below?

1. Employee is on summer break from school, and holds a position related to her educational field of study.

2. Native American temporary employee hired non-competitively whose home is located next to the park boundary.

3. Veteran (CPS) originally hired non-competitively for a temporary position; later converted non-competitively to permanent.

Record Keeping



CFR Regulations on Privacy Act Provisions as They Pertain to Certification of Eligibles

- ✓ Safeguard your certificate and information.
- ✓ Interview notes – maintain for a reasonable period of time.
- ✓ Specific documentation – maintain for a reasonable period of time; copy to HR (declinations, questions, problems, etc.).

5 CFR 293.106(a) Safeguarding information about individuals

...As a minimum, these controls shall require that all persons whose official duties require access to and use of personnel records shall be responsible and accountable for safeguarding those records and for ensuring that the records are secured whenever they are not in use or under the direct control of **authorized persons**.

5 CFR 293.108(b) Standards of conduct

...Agency employees whose **official duties** involve personnel records shall be sensitive to individual rights to personnel privacy and shall not disclose information from any personnel record unless disclosure is part of their official duties or required by executive order, regulations, or statute (e.g., Freedom of Information Act).

5 CFR 293.108(c) Improper use of personnel information

...Any OPM or agency employee who makes a disclosure of personnel records knowing that such disclosure is unauthorized, or otherwise knowingly violates these regulations, **shall be subject to disciplinary action and may also be subject to criminal penalties** where the records are subject to the Privacy Act (5 U.S.C. 552a).

5 CFR 292.201 Personnel records subject to the Privacy Act

...When personnel records are maintained within a system of records, the records are deemed to be within the scope of both regulations in this part and OPM or agency regulations implementing the Privacy Act.

Wrap-Up

Hiring Myths Revisited

Have we dispelled some of the myths?

Capture your notes here:



To Receive Credit for this Course

1. PRINT your name on the attendance roster.
2. UPON RECEIPT OF E-MAIL NOTIFICATION, complete the online course evaluation.